



**Maintenance and Operations**  
**Activity Checklist**

***NOTE: Facility/area must be left in clean condition: trash picked up, chairs/tables returned to original position, etc.***

Directions: Please place a checkmark next to the item(s) you will need for your function:

- Tables (# \_\_\_\_\_)
- Chairs (# \_\_\_\_\_)
- Risers
- Bleachers pulled out (East side \_\_\_\_, West side \_\_\_\_, Both \_\_\_\_ )
- Gym basketball hoops pulled up or down
- Lights/floodlights/halogen lights
- Large Production Screen(if using a computer, please indicate \_\_\_\_\_ PC, or \_\_\_\_ Mac)
- Microphone
- Podium
- Extension cords
- Generator
- Trashcans
- Trash bags
- BBQ
- Ice
- Clean-up supplies (i.e. broom, shovels, rakes)
- Hoses
- Tech: Please specify \_\_\_\_\_

**Draw and Label a Layout for Set-up**